

Slide 1 - Welcome

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**Western District of Louisiana
Attorney Training - Electronic Learning Module (ELM)**

Slide notes

Welcome to the Western District of Louisiana’s electronic learning modules designed to assist attorneys in understanding and following the procedures established by this Court in accordance with Federal Rules, Local Rules, and/or Standing Orders.

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Purpose of ELM

Slide notes

Slide 3 - Summary

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Purpose of **Electronic Learning Modules**

- Understand procedures and practices
- Provide accurate instructions
- Provide a reliable resource



Click **Continue**.

Continue

Slide notes

Our desire is that these training modules will be beneficial in understanding procedures and practices of the Western District of Louisiana and by providing accurate instructions for using the Electronic Case Filing System.

These electronic learning modules will also be a reliable resource that closely simulates the NextGen CM/ECF system. **CLICK** Continue.

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References/Sources for ELM

The slide features a blue header bar with a 'Table of Contents' button on the left and a status indicator on the right. The main content area contains the official seal of the United States District Court for the Western District of Louisiana on the left. The seal depicts an eagle with wings spread, holding an olive branch and arrows, with a shield on its chest. The text 'UNITED STATES DISTRICT COURT' is at the top and 'WESTERN DISTRICT OF LOUISIANA' is at the bottom. To the right of the seal is a red-bordered rounded rectangle containing the text 'References/Sources for ELM'. A blue footer bar is at the bottom of the slide.

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REFERENCES

[LAWD Website](#)

[Court Rules](#)

[LAWD Deficiency Checklist](#)



[Continue](#)

Slide notes

All rules, practices, and procedures the Louisiana Western District follows can be found on our website. You may CLICK on any of the hyper-links listed here to be directed to that source in your web browser or you may CLICK Continue.

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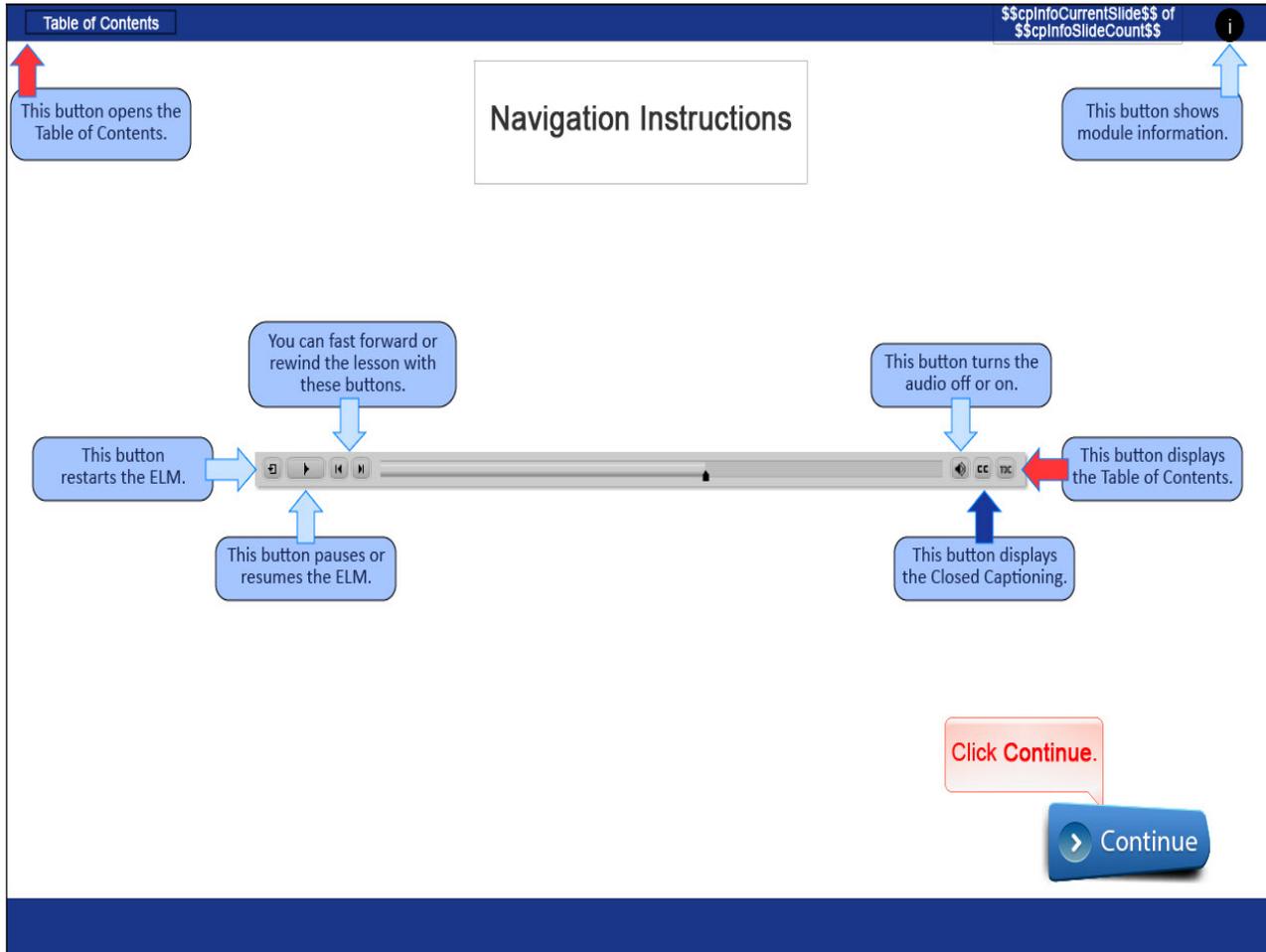
Navigating ELM

The slide features a blue header bar with a 'Table of Contents' button on the left and a status bar on the right displaying 'InfoCurrentSlide of InfoSlideCount' and an information icon. The main content area contains the official seal of the United States District Court for the Western District of Louisiana on the left. The seal depicts an eagle with wings spread, holding an olive branch and arrows, with a shield on its chest. Above the eagle is a constellation of stars. The text 'UNITED STATES DISTRICT COURT' is arched above the eagle, and 'WESTERN DISTRICT OF LOUISIANA' is arched below it. To the right of the seal is a large, rounded rectangular box with a red border containing the text 'Navigating ELM'.

Slide notes

Navigating through the electronic learning modules remain consistent for each module. In order to closely simulate the NextGen CM/ECF application, each screen will contain instructions that mimic the actual software. Follow the instructions given to progress through the lesson.

Slide 7 - Navigation Instructions



Slide notes

The Playback Control Bar as seen here is located at the bottom of each screen. Most buttons are self-explanatory. The “Table of Contents” button will be especially helpful if you want to skip to a certain section or topic covered in an Electronic Learning Module.

One Table of Contents button is in the top left corner of the screen and another on the Playback Control Bar to the far right labeled TOC. The CC button, located just to the left of the TOC button, allows you to turn on or turn off Closed Captioning. CLICK continue to complete this module.

Slide 8 - Exit

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Thank You

LAWD Help Desk
1-866-323-1101

Feedback / Suggestions
318-676-4273





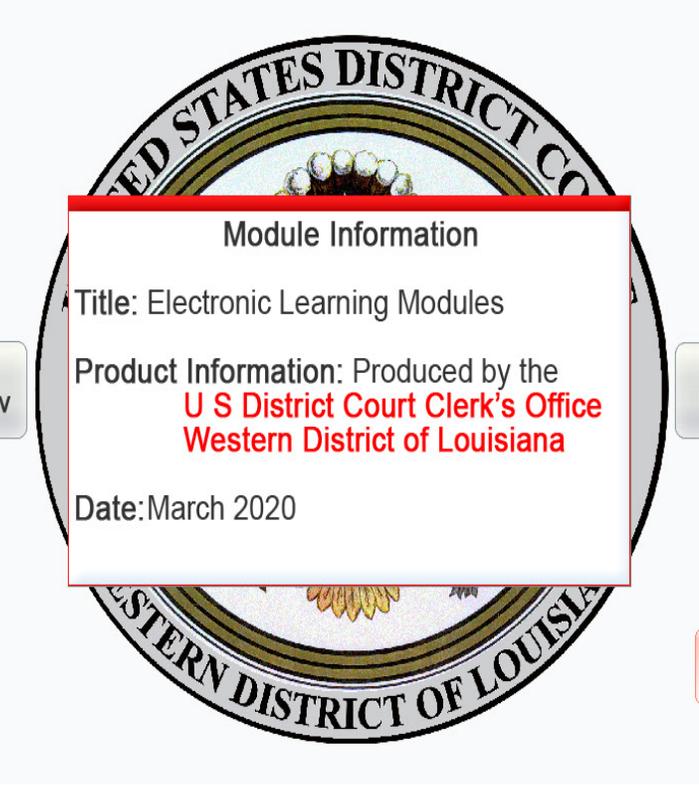
Slide notes

Thank you for taking the time to utilize our on-line training tools for the Western District of Louisiana. Should you need further assistance, please contact our CM/ECF Help Desk during regular business hours at 1-866-323-1101.

If you have feedback or suggestions to improve the effectiveness of this training module, please contact our Operations Manager at 318-676-4273. You may exit the module by clicking either the Exit button on the screen, or the exit button identified with an X on the playback control bar.

Slide 9 - Module Information

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Module Information

Title: Electronic Learning Modules

Product Information: Produced by the
U S District Court Clerk's Office
Western District of Louisiana

Date: March 2020

website:
www.lawd.uscourts.gov

CM/ECF Help
Desk: 1-866-323-1101

Click Return.

Return

Slide notes